

REQUEST FOR PROPOSALS  
ARCHITECTURAL/ENGINEERING SERVICES FOR  
THE CASPER EVENTS CENTER STORAGE BUILDING  
FOR CITY OF CASPER PUBLIC SERVICES DEPARTMENT  
CITY ENGINEERING DIVISION

Date: March 9, 2015

Fee proposals are being requested from qualified architectural/engineering consultants to furnish design and construction administrative services for the Casper Events Center Storage Building, Project No. 15-25.

**Such proposals will be received by the City of Casper Public Services Department, City Engineering Division, 200 North David, Casper, Wyoming, until 5:00 p.m., Local time, April 3, 2015.**

PROJECT DESCRIPTION

The City of Casper owns and operates the Casper Events Center (CEC), located at 1 Events Drive, which was built and opened in 1982. Since then the CEC has increased the number and variety of events performed at the venue. Many of these events require a specific set of props and equipment (basketball, volleyball, indoor football, hockey, monster trucks, CNFR, and all staged events). Because of this the storage areas built in the facility's original design have been used to capacity.

With this reality, it is proposed to build the new CEC Storage Building along the southwest side of the existing facility. The new storage building will be a stand-alone structure set approximately 30 feet back and parallel to the existing facility. The new storage building will be roughly 30'x125'. The site design shall also include relocation of a small stormwater detention area. The Consultant will analyze costs, accessibility, operations and opportunities for energy conservation.

I. SCOPE OF SERVICES

The Consultant shall perform the following services in connection with and respecting the Project. Consultant shall understand the purpose of this contract will be to prepare design documents so that the project can be publicly bid in accordance with State Statutes for construction of a new storage facility for the Casper Events Center. The Consultant understands that \$500,000 is available for this project. The budget covers all expenses such as architectural/engineering fees, construction improvements and a construction contingency. The Owner recommends that a construction contingency of 10 percent be set aside for this project.

The selected Consultant shall provide design, permitting, bidding services, construction administration, and project close-out and as-builts. The Consultant will be responsible for the retention and payment of all subconsultants in order to complete the objectives of this

project. These subconsultants may include but not be limited to geotechnical engineers, civil engineers, mechanical engineers, electrical engineers, and structural engineers.

A. Development, Schematic Design and Design Development Phases

1. The Consultant shall prepare a conceptual floor plan layout of the new storage building to be reviewed and approved by the Owner prior to commencing with subsequent design.
2. The Consultant shall complete a site survey of the existing site. The site survey shall consist of a site topographic survey with site elevations and topographic features. The consultant shall be responsible for hiring and paying for these services.
3. The Consultant shall conduct a Geotechnical investigation for the existing site, containing information necessary to construct the proposed facility. Information shall contain, but not be limited to, soil characteristics and engineering properties, soil classification, and foundation recommendations. The consultant shall be responsible for hiring and paying for these services.
4. The Consultant shall prepare a preliminary plan. The preliminary plan shall move beyond the conceptual design developed and shall contain information such as final floor elevations, exact underground utility locations and general use arrangements.
5. The Consultant shall meet regularly with the Owner during preliminary design to discuss project status and for Owner review and approval of design concepts on the construction drawings and specifications.

B. Final Design Phase

1. The Consultant shall develop and provide detailed construction drawings covering topographic surveys; site removal and plan layout; site grading plan; landscaping plan; site utilities plan; floor plan and section details, structural details and other details covering room finish schedules, door and frame details, building elevations; foundations and floor framing plans; roof framing and detail plans; schematic drawings and detail sheets associated with electrical, mechanical, air conditioning, gas, water, sewer, power, surface water storm drainage and other drawings necessary to provide complete construction documents.
2. The Consultant shall conduct final field surveys to collect topographic data, existing utilities and surface elevations necessary for preparation of detailed construction documents for the facility.
3. The Consultant shall make recommendations for piping, valves, meters,

pumps, lighting, HVAC equipment, etc. that may utilize energy efficiency and related measures. Consultant shall meet with the Rocky Mountain Power representative to coordinate supporting efforts for the Energy FinAnswer rebate program that the City may qualify for.

4. The Consultant shall prepare a set of contract documents in order to publicly advertise and let bids for construction of the Project. Contract documents shall consist of bidding specifications, technical specifications and construction drawings.
5. All final construction drawings shall be plotted on reproducible bond paper, 24"x36" in size.
6. The Consultant shall provide the City with four (4) copies of the preliminary construction drawings and project manuals for review by the Owner.
7. The Consultant shall coordinate all AutoCAD requirements to ensure 100% compatibility with the City's CAD system. Final bid documents and drawings shall be provided to the City in AutoCAD and PDF format.
8. The Consultant shall prepare a project cost estimate when construction documents are approximately fifty percent (50%) complete, and two (2) weeks prior to public advertisement.
9. The Consultant shall meet with representatives of the City when construction drawings and technical specifications are approximately fifty percent (50%) complete and two weeks prior to public advertisement to review and approve of design concepts.

C. ComputerAided Drafting Format

1. The Consultant shall prepare final drawings on a computer aided drafting format. Digital format shall be in AutoCAD and PDF and be compatible with existing City system.

D. Project Manual

1. Consultant shall prepare Technical Specifications covering the required work for the Casper Events Center Storage Building Project.
2. Consultant shall prepare Construction Drawings and Specifications in accordance with the "City of Casper Standard Specifications for Public Works Construction and Infrastructure Improvements," latest version.
3. General Conditions and Supplemental Conditions of the Specifications shall be based on current City of Casper approved documents.

4. The Consultant shall prepare a Project Manual to include the following:
  - a. Technical Specifications.
  - b. Bid Schedule to accompany City's Bid Form.
  - c. Edited by the Consultant "front end" documents of the Project Manual supplied by the City Engineering Office. Documents supplied will consist of Advertisement for Bids, Instruction to Bidders, Performance and Payment Bonds, Bid Bond and Form, Agreement between Owner and Contractor, General Conditions, and Supplementary Conditions. Consultant shall review these documents, insert modifications where necessary, and return them for final typing.
5. The Consultant shall affix his professional architect's/engineer's stamp, date, and signature to the front cover of the project manual and in accordance with Wyoming State Registration Statutes.

E. Subconsultants

1. The Consultant shall be responsible to procure any necessary subconsultant to complete the work.
2. The City and Consultant shall mutually approve, in writing, the use of any subconsultants that the Consultant desires to use.
3. The Consultant shall be responsible for the administration, management, procurement, and payment of services provided by subconsultant(s).

F. Advertising and Bidding Phase

1. The Consultant shall send advance notice of the project to interested bidders.
2. The Consultant shall prepare Advertisement for Bids and furnish to the City for publication.
3. All distribution of Bidding Documents, including addenda, shall be done through the City's QuestCDN online service.
4. The Consultant shall provide Bidding Documents to plan centers located in Casper, Cheyenne, Salt Lake, and Denver.
5. The Consultant shall provide Bidding Documents to contractors who request sets.

6. The Consultant shall arrange for and conduct a prebid conference ten (10) days prior to the bid opening. The Consultant shall take minutes of the meeting and distribute them to all parties listed on the plan-holders sheet.
7. The Consultant shall prepare and distribute addenda, if necessary.
8. The Consultant shall assist the City in opening, tabulating, and evaluating bids.
9. The Consultant shall provide a written opinion to the City Engineering Office stating a recommendation regarding the bids.

G. Construction Phase:

1. The Consultant shall schedule and conduct a Pre-Construction Meeting with the Contractor at the jobsite to review each work item, construction quality control, and phasing of the work.
2. The Consultant shall review shop drawings and material sample submittals for conformance with the intent of the design documents.
3. The Consultant shall make visits to the job-site at intervals appropriate to the various stages of construction to observe the progress and quality of the Contractor's work.
4. The Consultant shall evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s).
5. The Consultant shall provide for, and retain, a subconsultant for material testing as specified in the Contract Documents.
6. The Consultant shall schedule and conduct Progress Meetings.
7. The Consultant shall issue necessary interpretations and clarifications of the Contract Documents and assist in the resolution of problems or conflicts due to unforeseen latent conditions.
8. The Consultant shall review Contractor pay requests and advise City accordingly.
9. The Consultant shall prepare a punchlist upon project completion and shall schedule and conduct a final project review of punchlist items addressed by the Contractor.
10. The Consultant shall maintain a regularly updated set of "as-built" record

documents. Consultant shall submit record documents to City within thirty (30) days after Substantial Completion in the form of one (1) reproducible set of Record Drawings on bond paper and in AutoCAD and PDF format on one set of compact disks labeled as "Record Drawings – CASPER EVENTS CENTER STORAGE BUILDING, PROJECT NO. 15-25." All submittals shall be dated.

## II. FEE

In submitting a proposal for this project, the Consultant shall prepare and enclose **In A Separate Sealed Envelope** a detailed fee schedule with an upset (not to exceed) amount for the services as covered by the Scope of Services in this RFP. Selection of a Consultant to provide services for this RFP shall be based on professional qualifications based criteria, and only the fees of the Consultant selected based on qualifications will be opened.

The fee shall be based on estimated time and material, including hourly rates for technical personnel, with an upset (not to exceed) amount. If at any time during the term of this contract, if it appears that the upset amount will be exceeded, the Consultant shall immediately notify the City and provide a complete statement justifying the anticipated change in the contract fee. An amendment authorizing any increased fee can only be approved by the City Council. The amendment must be approved before the commencement of any additional work. A change in the scope of work will be the only justification for a change in the contract fee.

The Consultant shall be responsible and responsive to the City in its requests and requirements within the scope of this proposal.

## III. TIMETABLE

Following is the tentative timetable for this RFP:

1.	Proposals Due	April 3, 2015
2.	Consultant's Presentation and Interview	April 9, 2015
3.	Selection of Consultant by City Council	May 5, 2015
4.	Completion of Design Services through Final Bidding Documents	July 10, 2015
5.	Bid Advertisement Dates	July 19 & 26, 2015
6.	Bid Opening	August 11, 2015
7.	Bid Award by City Council	September 1, 2015
8.	Target Construction Start Date	September 21, 2015
9.	End of Construction Services	April 30, 2016

The submittal of a proposal will be an indication that the Consultant has no problem in keeping this schedule.

#### IV. MEETINGS

The Consultant shall attend any special meeting with City staff, relating to the performance of this contract, and shall provide the City with monthly written progress reports, accompanying partial payment requests. Progress reports shall include personnel utilization and associated time applied to the project, in addition to an itemization of expenses.

#### V. CONTRACT

The Consultant will be required to sign a contract with the City relating to the work to be performed. Such contract shall include, but not necessarily be limited to, the following articles: method of compensation, time of performance, subcontracts, duties of the Consultant, termination of the contract, ownership of material, changes, EEO, ADA, submission of material, and obligations of the City.

#### VI. SELECTION

The selection of the consulting firm will be based upon project team qualifications, team management/organization, ability of firm to recognize design opportunities in the project, demonstrated design experience, willingness to meet time requirements and community involvement of the firm. A minimum of three (3) firms will be interviewed by the City staff on the basis of the proposal submittals. Upon completion of these interviews, one firm will be selected on the basis of their qualifications.

The procedure for considering the priced proposal will be that a minimum of three (3) firms will be chosen based on the above qualifications-based criteria, excluding consideration of the fee proposal. Only the fees of the Consultant selected based on qualifications will be opened. In the event the City and top rated Consultant cannot arrive at a mutually negotiated contract and fee, the second rated Consultant's fee envelope will be opened and negotiations started for a contract. Price proposals for Consultants not selected shall be returned unopened to the Consultant. No prospective proposer shall withdraw his proposal for a period of sixty (60) days after the deadline for proposal submittals.

In making a proposal, the Consultant hereby certifies that he has reviewed this RFP and is familiar with all conditions contained therein.

#### VII. GENERAL

##### A. Additional Information.

In addition to the items addressed in the Scope of Services, the following information relating to the Consultant's qualifications is required. The Consultant shall submit five (5) copies of the non-priced technical proposal.

1. The consulting firm's name, address, and telephone number.

2. Types of services which your firm is qualified to provide.
3. Names of key personnel, the experience of each available for this project.
4. Names and addresses of outside Consultants or associates which will be retained for assistance.
5. Number and type of current projects for which the firm is principal engineer.
6. Recent list of completed projects most similar to this project, including key contacts and references, approximate budget, and other pertinent information.

One (1) Fee proposal with upset (not to exceed) amount in a separate sealed envelope shall be submitted with the set of five (5) non-priced technical proposals. The envelope containing the price proposal shall be labeled "CASPER EVENTS CENTER STORAGE BUILDING - PRICE PROPOSAL." The price proposal shall be signed by an authorized representative of the Consultant offering the proposal.

B. Addendum or Supplement to Request for Proposal.

In the event that it becomes necessary to revise any of this Request for Proposal (RFP), an Addendum to this RFP will be provided to each Consultant. The City reserves the right to change submission date(s) for any reason, including an Addendum or Supplement to the RFP.

C. Late Proposals.

Late proposals will not be accepted. It is the responsibility of the Consultant to insure that the proposal arrives prior to 5:00 p.m., Local Time, Friday, April 3, 2015.

D. Rejection of Proposals.

The City reserves the right to reject any or all submissions, and to waive informalities and minor irregularities in submissions received, and to accept any portion of a proposal or all items if deemed in the best interest of the City.

E. Response Material Ownership.

All material submitted regarding this RFP becomes the property of the City and will only be returned to the Consultant at the City's option. Responses may be reviewed by any person after the final selection has been made. The City has the right to use any or all ideas presented in reply to this request. Disqualification of a Consultant does not eliminate this right.



F. Incurring Costs.

The City is not liable for any costs incurred by the Consultant prior to issuance of an agreement, contract, or purchase order.

G. Acceptance of Proposal Content.

The contents of the proposal of the successful Consultant may become contractual obligations if the City wishes to execute a contract based on the submitted proposal. Failure of the successful Consultant to accept these obligations in a purchase agreement, purchase order, contract, or similar instrument may result in cancellation of the award, and such Consultant may be removed from future solicitations.

H. Reference Checks.

The City reserves the right to contact any reference or any client listed in the documents for information which may be helpful to the City in evaluating the Consultant's performance on previous assignments.